



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 23  
AGENDA DATE: Thu 01/15/2004  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month service agreement with PRUDENTIAL OVERALL SUPPLY, Round Rock, TX for rental of uniforms and shop towels in an amount not to exceed \$54,436, with two 12-month extension options in an amount not to exceed \$54,436 per extension option, for a total agreement amount not to exceed \$163,308.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$40,827 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Fleet Maintenance Fund of the Finance and Administrative Services Department. Funding for the remaining three months of the original contract period and extension options is contingent upon available funding in future budgets.

**FISCAL NOTE:** There is no unanticipated fiscal impact. A fiscal note is not required.

<b>REQUESTING</b> Purchasing	<b>DIRECTOR'S</b>
<b>DEPARTMENT:</b> for Financial and Administrative Services - Fleet Services;	<b>AUTHORIZATION:</b> <u>Vickie Schubert</u>

**FOR MORE INFORMATION CONTACT:** Sydney Ceder, Buyer 11/512-974-2035

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Low bid of three bids received.

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract establishes an annual service agreement for the rental of uniforms and shop towels for Fleet Services employees. These services will be provided on a weekly basis and uniforms will be provided for 175 employees for use in the performance of work duties for the City. The uniforms include pants and shirts for mechanics, welders, stores specialists, supervisory and managerial staff. These services will provide pickup of soiled uniforms/towels, delivery of clean uniforms/towels, tailoring, repairing, replacing and cleaning of the work uniforms (which requires the use of industrial washing machines). The uniforms will be individually tailored as required and a set of 11 uniforms will be provided for each employee. Employees are issued enough uniforms to have a set to wear while one set is being laundered. Because the uniforms are exposed to a variety of toxic and otherwise harmful substances (oils, lubricants, solvents, metal shavings, etc.), the City decided to have the uniforms professionally maintained in a manner that will maximize safety and minimize risk to its employees.

The shop towels are 100% cotton and are used by mechanics to wipe their hands, clean parts or wipe up spills of excess fluids during their daily operations. The shop towel services will be provided on a weekly basis with an estimated 7,000-9,000 towels used per month.

MBE/WBE Solicited: 0/0

MBE/WBE Bid: 0/0



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 23  
AGENDA DATE: Thu 01/15/2004  
PAGE: 2 of 2**

MBE/WBE Subcontractor Participation: 0%/0%



**BID TABULATION**  
**Rental of Uniforms & Shop Towels – SC04300002**  
**(11 line items)**

<b><u>Vendor</u></b>	<b><u>Supply of Uniforms</u></b>	<b><u>Supply of Towels</u></b>	<b><u>Total Award</u></b>
<b>Prudential Overall Supply Round Rock, Texas</b>	<b>\$ 50,116.00</b>	<b>\$ 4,320.00</b>	<b>\$ 54,436.00</b>
Mission Linen & Uniform Service Round Rock, Texas	\$ 50,034.15	\$ 5,760.00	\$ 55,794.15
Aramark Uniform Services Burbank, California	\$ 53,140.00	\$ 7,680.00	\$ 60,820.00

\*A complete bid tabulation is available from the Purchasing Office.

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Eight notices were sent. There are no known MBE/WBEs for this commodity. Ten bids were issued. Three bids received.
- c. Prudential Overall Supply is offering the rental services of work uniforms at an average unit price of \$4.03 per week for each employee. in comparison to the 2000 price of \$4.35. This represents an approximate decrease of 8% of the average unit price under the existing agreement.

**APPROVAL JUSTIFICATION**

- a. Low bidder.
- b. Finance and Administrative Services Department, Fleet Services Division concurs with recommended award.
- c. Advertised in the Austin American-Statesman and the Internet